



**South Dakota Board of Nursing**  
South Dakota Department of Health  
4305 S. Louise Avenue Suite 201; Sioux Falls, SD 57106-3115  
(605) 362-2760; Fax: 362-2768; www.state.sd.us/doh/nursing

**Medication Administration Training Program for Unlicensed Assistive Personnel**  
**Application for Re-Approval of Training Program**

Medication administration may be delegated only to those individuals who have successfully completed a training program pursuant to ARSD 20:48:04.01:14. An application along with required documentation must be submitted to the Board of Nursing for approval. Written notice of approval or denial of the application will be issued upon receipt of all required documents. Send completed application and supporting documentation to: South Dakota Board of Nursing; 4305 S. Louise Ave., Suite 201; Sioux Falls, South Dakota 57106-3115

Name of Institution: Groton Area School District 06-6  
Name of Primary Instructor: Beth Gustafson, RN  
Address: PO Box 810 N. 1st St.  
Groton, SD 57445  
Phone Number: 605-397-2317 Fax Number: 605-397-2344  
E-mail Address of Faculty: beth.gustafson@k12.sd.us

1. Request re-approval using the following approved curriculum(s): (Each program is expected to retain program records using the Enrolled Student Log form.)
- ☐ 2011 SD Community Mental Health Facilities (only approved for agencies certified through the Department of Social Services)
  - ☐ Gauwitz Textbook - Administering Medications: Pharmacology for Health Careers, Gauwitz (2009)
  - ☐ Mosby's Textbook for Medication Assistants, Sorrentino & Remmert (2009)
  - ☒ Nebraska Health Care Association (2010) (NHCA)
  - ☐ We Care Online
2. List faculty and licensure information: For new RN faculty: 1) attach resume/work history with evidence of minimum 2 years clinical RN experience, and 2) attach a new Curriculum Application Form identifying areas of teaching.

RN FACULTY/INSTRUCTOR NAME(S)	RN LICENSE			Verification (Completed by SDBON)
	State	Number	Expiration Date	
Beth Gustafson, RN	SD	R001183	05/26/13	Beth RN

3. Complete evaluation of the curriculum / program: (Explain 'No' responses on a separate sheet of paper.)

Standard	Yes	No
1. Each person enrolled in your program had a high school diploma or the equivalent.	NA	
2. Your program was no less than 16 classroom hours and 4 hours clinical/laboratory instruction for a total of 20 hours.	NA	
3. Your program's faculty to student ratio did not exceed 1:8 in the clinical / lab setting	NA	
4. Your program's faculty to student ratio did not exceed 1:1 in skill performance evaluation /competency validation.	NA	
5. Each student's performance was documented using the SD clinical skills checklist form.	NA	
6. You maintain records using the Enrolled Student Log(s) form.	NA	

RN Faculty Signature: Beth Gustafson, RN Date: 8-31-12

This section to be completed by the South Dakota Board of Nursing

Date Application Received: <u>9/11/12 in fall</u>	Date Notice Sent to Institution: <u>9/11/12</u>
Date Application Approved: <u>9/11/12</u>	Application Denied. Reason: <u> </u>
Expiration Date of Approval: <u>April 2014</u>	
Board Representative: <u>Beth RN</u>	



South Dakota Board of Nursing  
Curriculum Content Application Form: Nebraska Health Care Association (NHCA)  
Agency/Facility Name: Groton Area School District

This form provides primary instructors a guide on how to teach the content of the NHCA curriculum with approximate time frames. Complete column 4 with the name of RN(s) responsible for teaching each content area. Submit completed form to BON with your Medication Administration Training Program Application.

Curriculum Requirements Pursuant to ARSD 20:48-04.01.15	Content Outline	Time Frame	RN Instructor	Teaching Methodology/Used
<p>General information relevant to the administration of medications, including:</p> <p>a) Governmental regulations related to the practice of nursing, the administration of medication, and the storage, administration and recording of controlled substances.</p> <p>b) Ethical issues.</p> <p>c) Terminology, abbreviations, and symbols.</p> <p>d) Medication administration systems.</p> <p>e) Forms of medication.</p> <p>f) Procedures and routes of medication administration.</p> <p>g) Medication references available.</p> <p>h) The role of unlicensed assistance personnel in administering medications.</p> <p>i) The five rights of medication administration: right patient, right medication, right dose, right time, right route and</p> <p>j) Infection Control policies and procedures.</p>	<p>1. General Information:</p> <ul style="list-style-type: none"> <li>Governmental regulations related to medication administration               <ul style="list-style-type: none"> <li>SD Specific Legal Requirements (Information in text specific to NE may be omitted).</li> </ul> </li> <li>Handling medications, reasons medications given</li> <li>Ethical issues</li> <li>Terminology and abbreviations</li> <li>Medication storage and packaging</li> <li>Controlled substances</li> <li>Medication administration (MAR) systems</li> <li>Forms of medication; basic pharmacology</li> <li>Procedures and routes of medication administration (oral, SL, buccal, topical, eye, ear, nose, inhaled, vaginal, rectal)</li> <li>Medication references — PDR, Nurses Drug Handbook</li> <li>Roles and responsibilities of medication assistants and nurses;</li> <li>Five rights of medication administration: right patient, right medication, right dose, right time, right route</li> <li>Infection Control</li> </ul> <p>Administer tests for units 1 and 2.</p>	6.5 hrs	Beth Gustafson RN	<p>Required text: Medication Aide Training Manual (NHCA-LC)</p> <p>General Information Section:</p> <ul style="list-style-type: none"> <li>SD Specific Legal Requirements document (available at <a href="http://www.nursing.sd.gov">www.nursing.sd.gov</a>)</li> <li>Text units 1, 2, appendix forms, MAR, and reference list for resources</li> <li>Videos from NHCA-LC library (as desired)</li> <li>Group discussion on text reading</li> <li>Flash cards (see appendix)</li> </ul> <p>Combine scores on Unit 1 and 2; minimum of 3 correct responses to obtain passing score of 85%, may retake exams once. (R/N primary instructors are expected to maintain the <u>NEHA Student Log Form</u> for their students.)</p>



<p>2) An overview of the major categories of medications related to the body systems, including:</p> <ul style="list-style-type: none"> <li>a. Cardiovascular</li> <li>b. Endocrine</li> <li>c. Gastrointestinal</li> <li>d. Integumentary</li> <li>e. Musculoskeletal</li> <li>f. Nervous</li> <li>g. Reproductive</li> <li>h. Respiratory</li> <li>i. Sensory</li> <li>j. Urinary and immune</li> </ul>	<p>2. An overview of body structure, function, life span, all systems listed, mental health, seizure disorders, pain, hypertension, dysrhythmias, angina, PVD, heart failure, diuresis, thrombo-embolic diseases, nausea, vomiting, constipation, diarrhea, diabetes, thyroid disease, steroids, hormones, eye disorders, cancer, muscle and joints, infections, nutrition, dietary and herbal.</p>	<p>7.5 hrs</p>	<p>Text units:</p> <ul style="list-style-type: none"> <li>• 5 Musculoskeletal</li> <li>• 6 Integumentary</li> <li>• 7 Urinary</li> </ul> <p><i>Butt Gustafson RN</i></p> <p>Administer test for units 5, 6, 7</p> <ul style="list-style-type: none"> <li>• 8 Circulatory</li> <li>• 9 Respiratory</li> <li>• 10 Nervous system</li> </ul> <p>Administer test for units 8, 9, 10</p> <ul style="list-style-type: none"> <li>• 11 Digestive system</li> <li>• 12 Endocrine/reproductive</li> <li>• 13 Sensory system</li> </ul> <p>Administer test for units 11, 12, 13</p>
<p>Unit test (ARSD 20.4804.0114)</p>	<p>Administer tests as described in 5<sup>th</sup> column above:</p> <ul style="list-style-type: none"> <li>• Administer test for units 5, 6, 7</li> <li>• Administer test for units 8, 9, 10</li> <li>• Administer test for units 11, 12, 13</li> </ul>	<p>1.5 hr</p>	<ul style="list-style-type: none"> <li>• Combine scores on unit tests 5, 6, 7, minimum of 28 correct responses to obtain passing score of 85%, may retake once.</li> <li>• Combine scores on unit tests 8, 9, 10, minimum of 36 correct responses to obtain passing score of 85%, may retake once.</li> <li>• Combine scores on unit tests 11, 12, 13 minimum of 28 correct responses to obtain passing score of 85%, may retake once.</li> </ul>
<p>3. Additional instruction shall include those categories of medications relevant to the healthcare setting where the utilised person will be employed; and</p>	<p>3. Additional instruction may include those categories of medications relevant to the employed healthcare setting.</p>		<ul style="list-style-type: none"> <li>• Unit 14 PRN medications: vaginal route and rectal routes (all content in manuals on injectable routes and medications and medications administered via a tube should NOT be included as nurses may not delegate these functions in SD)</li> </ul>
<p>4) Clinical or laboratory instruction for the purpose of demonstration of medication administration and evaluation of individual competence</p> <p>ARSD 20.48.04.0114 Faculty-to-student ratio cannot exceed 1:8 in clinical setting. A 1:1 ratio is required for skills performance evaluation.</p> <p>Required hours: 16 classroom instruction, 4 laboratory instruction, 20 hours</p>	<ul style="list-style-type: none"> <li>• Clinical/laboratory instruction provided with required RN faculty-to-student ratio of 1:8.</li> <li>• Skills performance evaluation completed by RN with required 1:1 faculty-to-student ratio.</li> </ul> <p><i>Butt Gustafson RN</i></p>	<p>4 hrs</p>	<p>RN instructor completes required Skills Performance Evaluation form for each student that passes tests. (Additional checklists may also be completed as desired)</p> <p><i>Groton Area School Nurse</i></p>

SD BOW Reviewer Use Only

Date Application received: 9/11/12

BON Staff Representative: [Signature]

Criteria Met: ☒ Yes ☐ No; reason denied: \_\_\_\_\_

03-1-2012